

**TECHNICAL COOPERATION
BY THE GOVERNMENT OF JAPAN**

PROPOSAL

In connection with the Senior Volunteer Program of Japan referred to in the Record of Discussion made by Japan International Cooperation Agency and _____ of _____, dated _____, 20____, the Government of Malaysia hereby proposes the dispatch of a senior volunteer in the field of _____ to the Government of Japan.

Notes: The careful completion of this proposal form will avoid much reference back and lead to speedier action.

<p>1. Background Information</p> <p>This section should show as precisely as possible the general nature of the project for which the expert is required, stating whether it comes within the Government's development programme. It is important to indicate whether the project is a new enterprise or whether it was started previously. In the latter case, any assistance received under other technical co-operation programmes (e.g. under United Nations auspices) should be stated. With regard to industrial enterprises, some impression of the size is important and the output and number of workers to be employed are useful indications. The type of process, make and age of industrial or scientific equipment with which the expert will be concerned should be specified. In the case of academic establishments, it is an advantage to know the number of annual intake of students, their level of attainment, numbers and status of existing staff and details of any research facilities and the level of research being undertaken (Copies of brochures, annual reports, financial statements, calendars, syllabus of instruction etc. should be attached where applicable).</p>	
<p>2. Specification for the post*</p> <p>(a) post title</p> <p>(b) duties for which the senior volunteer will be responsible. These should preferably be listed, and it is important to give as much detail as possible.</p> <p>(c) authority to whom senior volunteer will be responsible</p> <p>(d) qualification and experience required and approximate age limits</p> <p>(e) number of personnel required</p>	

* It is essential that full particulars should be given. If the space provided is inadequate, they should be given on a separate sheet.

Form S1

<p>3. In the case of continuous projects, give name and particulars of understudy or counterpart who is to work with the senior volunteer</p>	
<p>4. Terms and condition of appointment:</p> <p>(a) duration</p> <p>(b) actual place of employment, nearest town and post office</p> <p>(c) if living accommodation to be provided, state whether furnished or unfurnished, and whether suitable for married men/women with family:</p> <p>(i) daily allowance for food if accommodation only provided</p> <p>(ii) daily rate for accommodation and food if neither are provided in kind</p> <p>(d) daily and nightly rates of subsistence payable when away from base on duty</p> <p>(e) are costs of internal travel paid or car provided?</p> <p>(f) what leave arrangements are suggested ?</p> <p>(g) extent to which free hospital and medical treatment is to be provided for the senior volunteer and his/her accompanying dependents, if any</p> <p>(h) shall the senior volunteer be exempted from the payment of income tax and charges of any kind imposed on <i>or</i> in connection with any allowances to be remitted from overseas?</p> <p>(i) ① shall the senior volunteer be exempted from the payment of custom duties and charges of any kind imposed on <i>or</i> in connection with the importation of equipment, machinery materials and medical supplies as well as personal & household effects belonging to the senior volunteer & his /her family, including one refrigerator, one sewing machine, one radio & other electrical appliances?</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>Refer to the Record of Discussions</p> <p></p> <p></p> <p>Refer to the Record of Discussions</p>

(i) ② In case a car is not provided to the senior volunteer by the host government, shall the senior volunteer be exempted from the payment of customs duties and charges of any kind imposed on or in connection with the importation of a car ?

(j) Does host government undertake to indemnify senior volunteers in respect of damages awarded against him for actions performed in the course of his official duties?

(k) Approximate date on which the senior volunteer is required to arrive in receiving country

(l) any other information

Refer to the Record of Discussions

5. Previous steps, if any, to fill the post:

If any previous attempt has been made to fill the post under from any external source (UN, Specialised Agency or other) please indicate:

(a) to whom application was addressed, with date

(b) result or present stage of negotiations

(c) are other experts working in this area in associated projects or have there been reports in this field previously? If so, are any reports available?

6. Correspondence:

Name, postal and telegraphic address of official to whom correspondence regarding this application should be forwarded

Chief Secretary to the Government ,
Economic Planning Unit, Prime Minister Department,
Block B5 & B6, Federal Government Administrative Center,
52602 Putrajaya. Tel: 603-8888 2878 Fax: 603-8888 3876

Signed _____

Date : _____ / _____ /20

Name _____

on behalf of the Government of _____